

6 February 1970

MEMORANDUM FOR: All Training Officers of the Agency

Subject : Change #1 to Schedule of Courses and  
Course Descriptions January - June 1970

Attached are two pages containing revised descriptions of Vietnam courses. These two pages are to replace pages 35 and 36 in the Schedule of Courses and Course Descriptions January - June 1970. The old pages should be destroyed and the new ones inserted in their place.

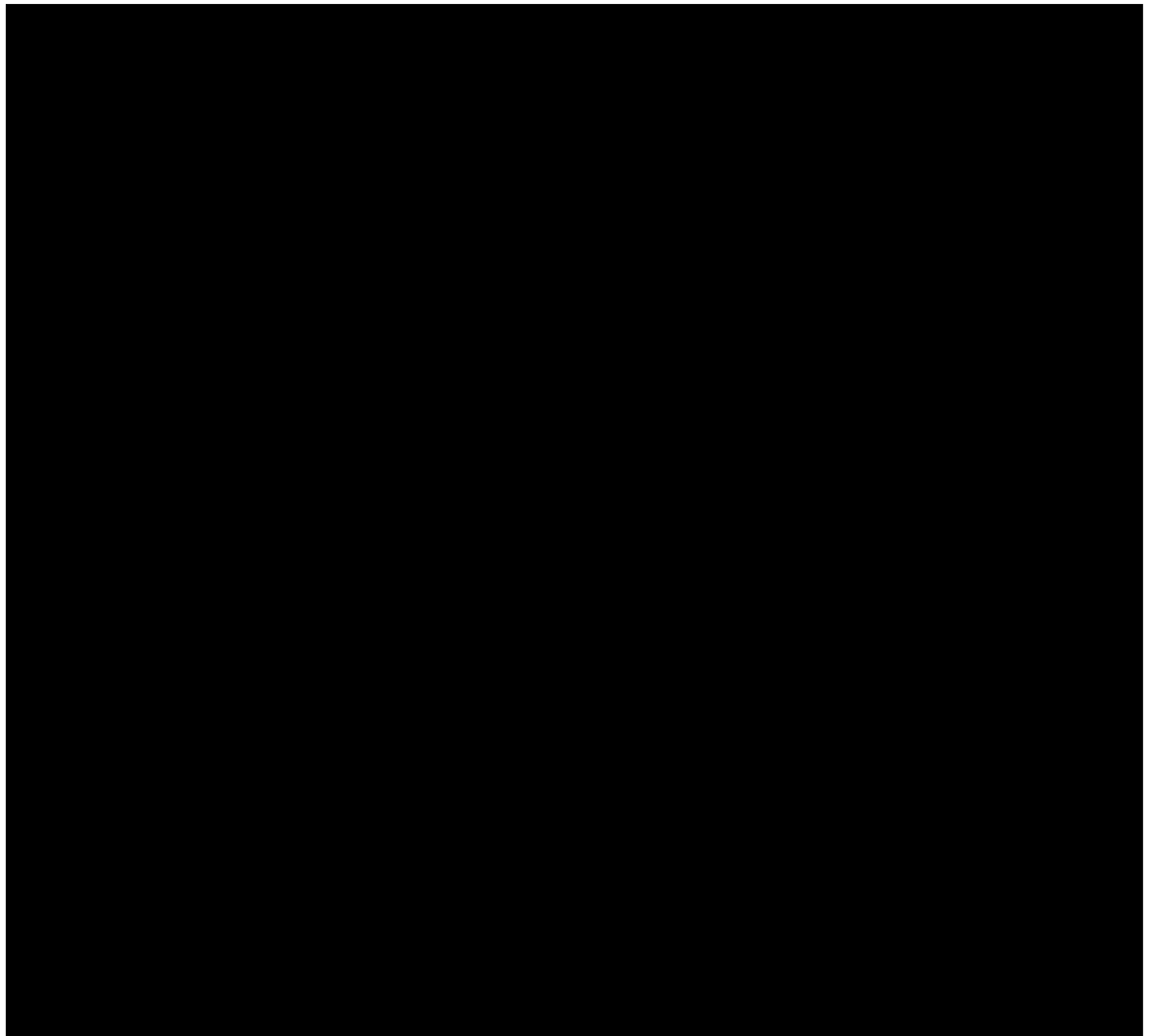
Budget Process Course (1 week - 1/2 days Monday through Friday)

For those directly involved in the budget formulation and execution phases of Agency financial management. The course will provide an understanding of the purposes of Federal budgeting, detailed instruction in the techniques of budget formulation and execution with special emphasis on Agency forms and procedures, and the inter-relationship of programming, budgeting and accounting activities.  
Given in Washington area.  
No other prerequisites.

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